

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the WEST area. See map herein.

Specifications by FHY
Page 1 of 10
Reviewed by IRS

Jacket 303-550
IRS Req.4-00550

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON AUGUST 31, 2004.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-2044 AND ASK FOR FRANK YATOR. NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SPECIFICATIONS FOR THE PRINTING OF CONTRACT-1 FOR TAX YEAR 2004
CODED (O) AND CODED (U) FORMS FOR THE WEST AREA.

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SCOPE: These specifications cover the printing and binding of 4 two-page forms. There are 2 versions of three of the forms, and 1 version of one of the forms, for a total of 7 different printings, with an estimated quantity of 6,081,000 forms. Like versions and code of each form are to be packed 3,000 forms per carton, and all cartons require a carton label. For the POD shipments, electronic files for addressing labels will be provided after award for shipping by freight or small package carrier. The contractor will be required, each day, to prepare an electronic shipping report (See Sec. 1.5 & Exhibit 5).

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% in the total quantity for each item until the date specified in the schedule. These quantity changes may be made by telephone and confirmed in writing and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity. Any further adjustments, due to extenuating circumstances, will be negotiated with the contractor.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
08-31-04	Bid opening.
09-09-04	Notification of award (Purchase Order By Telephone)
09-13 to 10-15-04	Preproduction conference at contractor's plant.
11-05-04	Final day the Government may make quantity adjustments (may be by telephone).
11-05-04	Electronic camera copy files transmitted the contractor (See Section 2.1).
11-05-04	POD distribution files to the contractor.
11-22-04	Start to ship on or before this date.
11-29-04	Ship complete on or before this date.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by GPO and IRS personnel to determine if the successful contractor (and his subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference may be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract. The contractor will conduct this preproduction conference. Items to be discussed are; 1) scheduled start-up dates for all phases of production, 2) how coordination/communication will flow from one production phase to another, 3) who will be responsible for each phase, 4) how will subcontractors be involved and kept informed, 5) specific production dates of all subcontractors, 6) how the product will be staged and/or shipped, and 7) any other special requirements which are specific to this contract. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. A representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance, if mailing is required.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to printing any 2-color form and 72 hours prior to packing and shipping/mailling operations the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO. If the press inspection is waived, the contractor is required to send 5 press sheets samples overnight to the IRS, 1111 Constitution Ave. NW, Rm. 6229, SE:W:CAR:MP:P:W:T, Attn: Mike Jones, Wash., DC 20224.

1.5 **ELECTRONIC DAILY SHIPPING VERIFICATION:** Contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Mike Jones on (202) 622-6641. (See Exhibit 5)

The contractor **must** update the Electronic Form 2040 and transmit via e-mail to IRS each day. Any delay or missed input could result in delay of payment.

1.6 **EXCESS AFTER PACKING AND TURN OVER:** Contractor is to notify the GPO IRS Desk at 202-512-0307 if there is any remaining material because of a difference in the packing and turnover and the FINAL QUANTITY. The government may elect to dispose of, or accept this material. If the government accepts any remaining material, they must be packed in cartons, labeled with an IRS carton label (See Exhibit 1), and placed on IRS pallets. Pallet height is not to exceed 55", including pallet. Forms of the same items must be packed separately, 3,000 per carton. Unaccepted material will be disposed of at the direction of the Government.

Section 2 - MATERIALS

2.1 **FURNISHED BY GOVERNMENT:** 1) Electronic transfer of text, via email or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 6.0 backward compatible with Acrobat 5.0 (all images in PDF files will be hi-resolution and all fonts will be embedded in the files); the operating system is Windows based, the application used is OneForm Designer Plus, containing PDF files; 2) Camera Copy for IRS carton label and G-48 mailing label; 3) Printouts for consolidated shipments by freight and small package carrier; 4) Data files for POD address labels in ASCII format and record layout in an electronic format via E-mail or the contractor's FTP site; and 5) Government Bills of Lading and a Small Package Carrier account; 6) Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via email and one copy of IRS Form 13456-A, IRS Publishing Postage Statement – FAX Cover Sheet, in a fillable PDF file format; 6) PDF file for Form 2040; and 7) Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via e-mail.

2.1.1 **DISPOSITION OF FURNISHED MATERIALS:** Furnished camera copy files may be disposed of at contractor's discretion 30 days after completion of final shipments. Postal Service will advise contractor of disposition of unused pallets if furnished by the USPS. The balance of furnished material may be disposed in accordance with Section 1.6.

2.2 **FURNISHED BY CONTRACTOR:** All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

2.2.1 White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Code A60 or A70.

2.2.2 White Writing Paper, basis weight: 18 or 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10.

2.2.3 White Paper for printing address labels.

2.2.4 Paper for carton labels: White paper for coded (o) and Salmon paper for coded (u).

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 5.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

The contractor is required to electronically complete and submit via email Form 13456 to the IRS within three days of the barrel stamp date on the postage statement. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor. The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Mike Jones at (202) 622-6641. **The contractor will email this form to Postage@publish.no.irs.gov.**

The contractor **must** update Form 13456 electronically and submit via email to IRS within three business days of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

In addition to submitting a completed Form 13456 the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to Fax only postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to **1-267-295-7877** (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. This form is faxed to the IRS, it is not emailed.

The form must contain entries in the following fields:

Date, Name of IRS publishing analyst, IRS requisition number, GPO jacket number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, GPO State and Contractor Code, Number of pages faxed (*cannot exceed 32 pages including cover sheet*).

It is mandatory for the Contractor to complete the "Federal Agency Cost Code" block on all USPS mailing statements. The agency cost code for the IRS permit imprint is 67039.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Section 3 - Forms Specifications - (Proofs: None required)

3.1 Item and Form Number:

- (A) 1040 (Black and PMS 3005 Blue - Face and back).
- (B) 1040 A (Black and Pantone 185 Red - Face and back).
- (C) 1040 A&B (Black only - Face and back).
- (D) 1040 Sch. R (Black only - Face and back).

3.1.1 Copy Changes: There are 2 versions of Items (A), (B), and (C), and 1 version of Item (D). Electronic Camera copy will be supplied.

3.2 QUANTITY:

	(O)	Cat.No.	Req. No.	(U)	Cat.No.	Req.No.	Total
Item A	504,000	(11320B)	04- 00190	1,989,000	(14087D)	04- 00727	2,493,000
Item B	393,000	(11327A)	04- 00223	1,314,000	(14089Z)	04- 00751	1,707,000
Item C		(11330X)	04-		(14091L)	04-	

	525,000		00196	1,119,000	00730	1,644,000
			04-			
Item D	<u>237,000</u>	(11359K)	00216	<u>-</u>		<u>237,000</u>
	1,659,000			4,422,000		6,081,000

3.3 FORMAT:

3.3.1 Item (A) May print on any combination of white offset book or white writing. Face and back prints black and PMS 3005 Blue. The blue printing is a screened background equal to 10% tone of 110 line screen (may be simulated). Margins (to blue image), face and back 3/8" head, center left and right.

3.3.2 Item (B) May print on any combination of white offset book or white writing. Face and back prints black and Pantone 185 red. The red printing is a screened background equal to 15% tone of 110 line screen (may be simulated). Margins - face and back - 1/2" head to black ink, center left and right.

3.3.3 Items (C) and (D) may print on any combination of white offset book or white writing. Face and back prints black only. Margins - face and back - 1/2" head, center left and right.

3.4 **TRIM SIZE:** Items (A) thru (D) trim to 8 x 10-7/8 to 11".

3.5 **IMPRINT LINE:** Contractor must set a GPO imprint line and insert on each item contractor prints, in accordance with GPO Contract Terms 310.2, Page 9.

Section 4 - DISTRIBUTION: (Distribution will be FOB Contractor City). Government Bills of Lading will be furnished as necessary.

POD final quantities may vary slightly from the quantities shown in the contract.

The contractor must ship in the following sequence:

- (1st) Advance distribution list quantities (If applicable).
- (2nd) POD quantities (As listed on the files).
- (3rd) Area distribution center quantities.
- (4th) Service center quantities.

NOTE: If the contractor is having a problem with commercial carriers assigned by IRS call WADC, Joe Guerrero, Traffic and Transportation Unit, at 916-636-7748.

4.1 FOB CONTRACTOR'S CITY:

4.1.1 Motor freight shipments (over 750 lbs.) Bills of Lading will be provided.

4.1.1.1 Freight shipments from distribution lists (See Exhibit 2, pages 1 thru 7): When different items (A, B, C, & D) coded (o) and (u), ship to the same IRS facility they may go on the same truck, but they must be palletized separately.

4.1.1.2 (Post of Duty (POD)) Freight shipments from furnished electronic files: Ship approximately 181 cartons to 4 destinations on 4 skids/pallets. These shipments combine a mixture of items on each pallet/skid. (See examples on Exhibit 4).

4.1.1.3 Bill of materials list: A list must be compiled detailing the items on each truck and the quantities per item. Each pallet must be identified on two sides with a minimum 3" high number in black. The number on the pallet must correspond to the number on the list. "O" and "U" coded items must be listed separately. The list is to be on a bright color stock and inserted into a minimum 4 x 4" plastic sleeve, or on white stock and inserted into a bright colored sleeve, and affixed to the last pallet on each truck.

4.1.2 Small package carrier (SPC) shipments (750 lbs. or less) IRS will set up an account for all small package carrier shipments. *The contractor MUST call Mike Jones of the IRS @202-622-6641, at least 10 work days in advance of the first scheduled SPC shipment for information on which small package carrier to use for this contract.*

4.1.2.1 SPC shipments from distribution lists (See Exhibit 2, pages 1 thru 7). When different items (A, B, C, & D) coded (o) and (u), are going to the same IRS facility they may go by the same carrier at the same time.

4.1.2.2 (Post of Duty (POD)) SPC shipments from furnished electronic files: Ship approximately 772 cartons to 84 destinations. These shipments combine a mixture of items for each destination. (See examples on Exhibit 4).

4.1.2.3 (Post of Duty (POD)) Mailed shipments from furnished electronic files: Mail approximately 51 cartons to 6 destinations Package Services Parcel Post. These shipments combine a mixture of items for each destination.

4.1.2.4 (Post of Duty) Air shipments from furnished electronic files: GBL's (air bills) will be provided for shipments weighing over 500 lbs. going to the Virgin Islands, Puerto Rico, Hawaii, and Alaska. All other weights and destinations will ship using Package Services Parcel Post. Ship 83 cartons to 1 destination.

4.1.2.4 The contractor must coordinate all air shipments with the air freight carrier to ensure that the maximum pallet weight is within that specific carrier's allowable weight limit. This must be done for each air ship destination.

NOTE: Carton labels for SPC shipments require the boxes in the upper right corner of the label, "CARTON#" and "OF" to be filled in (eg. 1 of 3, 2 of 3, and 3 of 3).

NOTE: Electronic files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Mike Jones at 202-622-6641, as soon as discovered.

Contractor must submit copies of all SPC receipts within 2 weeks after the final ship complete date to: IRS, Attention Mike Jones, Room 6229, W:CAR:MP:P:W:T, 1111 Constitution Ave., Washington, DC 20224.

4.2 PACKING: Pack forms separately, by item and code, in 2 stacks, 3,000 per carton, with a chipboard across the top of the 2 stacks. No internal wrapping or tying.

4.3 CARTONS: Contractor must furnish all cartons necessary. Cartons must be corrugated or solid fiber shipping containers with a 200 p.s.i. minimum bursting strength and must be packed SOLID, in two stacks.

4.4 LABELING:

4.4.1 CARTON LABEL: A label must be SECURELY applied to one end of each carton. Labels must reproduced at 100% and printed on White paper for coded (o) forms and Salmon paper for coded (u) forms. At the contractor's option, for motor freight shipments to IRS facilities, the consignee address may be eliminated from the carton labels. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

CAUTION: In the event that carton labels are not securely affixed to the cartons and/or contain incorrect information they will be considered mislabeled. Also, if the cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for relabeling, repacking, and/or repalletizing.

4.4.2 ADDRESS LABELS: In addition to the carton labels for POD and BPOL distribution, address labels are required. IRS will supply electronic media in ASCII flat file format via e-mail for imaging address labels. Contractor will have to manipulate text into a maximum of eight lines per address, minimum 12 point sans serif type face. Address labels print Black ink only. Contractor to furnish an adequate supply of address labels.

4.4.2.1 Motor freight shipments require five address labels per pallet/skid. The address labels must be affixed to all 4 sides of the stretch wrap and to the top of each loaded pallet/skid.

4.4.2.2 SPC shipments require one address label per carton. The address labels must be affixed to the top of each and every carton.

4.4.2.3 Air shipments require one address label per carton. The address labels must be affixed to the top of each and every carton. Label must show both the contractor's and the recipient's complete address.

4.5 PALLETS: The contractor's bid must include the cost of all pallets/skids for freight shipments and SPC shipments.

4.5.1 IRS Pallets (required for motor freight shipments only to IRS Distribution & Service Centers): Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (See Pallet Exhibit) and single center stringer. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. There must be no more than one partial pallet per destination.

NOTE: For motor freight shipments to destinations other than IRS Distribution or Service Centers and for transporting SPC shipments, the contractor may use skids or pallets of his choosing.

4.5.2 PALLET/SKID WRAPPING: The cartons must be secured to pallets/skids with shrinkable or stretchable plastic strong enough to retain the integrity of the shipment during transportation and handling. Do not use metal strapping or wooden caps for securing material.

4.5.3 DO NOT DOUBLE STACK LOADED PALLETS/SKIDS.

4.6 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's facility to provide project coordination in the receipt of disks, verification and organization of the address disks and printouts, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, and access to a nearby fax machine for the coordinators. This space will be in an enclosed, secure area adjacent to the labeling/ mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turn over of packages to the USPS.

Section 5 - Quality Assurance

5.1 QATAP: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.)-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Electronic media
- P-9. Pantone Matching System Color

5.2 PRODUCTION SAMPLES:

NOTE: The copies included in A and B are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 1,400 quality assurance copies, 200 each of Items (A) thru (D), for both the coded (u) and coded (o) version, from the entire run at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute the "Certificate of Selection of

Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. IRS SAMPLES: Ship or mail 25 copies each of Items (A) thru (D) (each version), within 3 workdays after press startup to the following address.

Internal Revenue Service
Attention: Mike Jones, Room 6229
1111 Constitution Avenue., N.W.
Washington, D.C. 20224

Section 6 - OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be factor in determining award. Bidder MUST submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Transportation charges are a factor in determining award.

The bidder must state in the bid, the location (city and state) of the plant(s) from which this product will be shipped. If shipment is not made from this location, contractor may be responsible for any additional shipping costs incurred.

Award will be made to that low responsible offeror whose offer is determined to be fair and reasonable.

6.1 Total cost for the quantities of each item listed as follows: Item (A) 2,493,000 copies; Item (B) 1,707,000 copies; Item (C) 1,644,000 copies; and Item (D) 237,000 copies.

.....\$_____

6.2 Prices for additional quantities

"ADDITIONAL RATE"

6.2.1 Item (A), (Face and back, 2 color).....per 1,000..\$_____

6.2.2 Item (B), (Face and back, 2 color).....per 1,000..\$_____

6.2.3 Item (C), (Face and back, 1 color).....per 1,000..\$_____

6.2.4 Item (D), (Face and back, 1 color).....per 1,000..\$_____

6.3 Name, address, telephone number, and production function of subcontractor(s), if any, who will perform on this contract.

6.4 Location of shipping point and contact information:

Address_____

City_____ State_____ Zip Code_____.

Name of contact person _____

Phone number _____ FAX number_____.

E-mail address_____.

Bidder must fill out, sign or initial as indicated, page 9 of these specifications and return it with the bid.

At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, 1111 Constitution Ave. NW, SE:W:CAR:P:W:T, Rm. 6229, Attn: Mike Jones, Wash., DC 20224

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Name of Firm

Signature of Bidder

Procurement Areas for Area Bid Tax Forms (3 Areas)

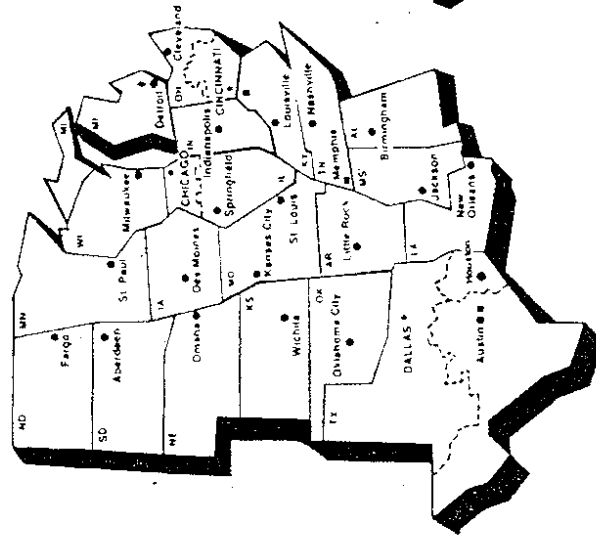
West



West Area

Wash., Mont., Oreg., Idaho,
Utah, Nevada, Calif.,
Arizona, Alaska, Hawaii
Colo., N. Mex., Wyo.

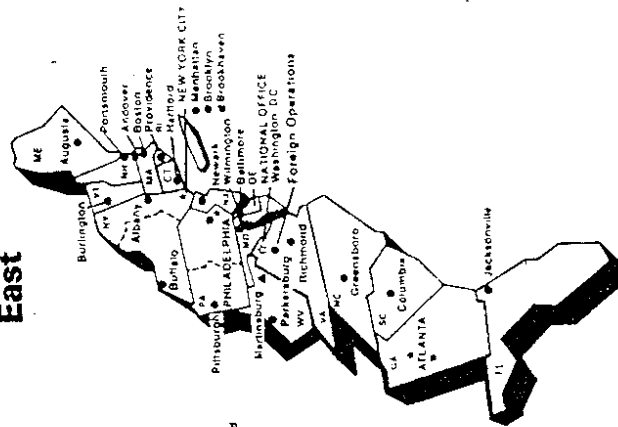
Central



Central Area

Ark., Kans., Okla., Texas,
La., Tenn., N. Dak., S. Dak.,
Nebr., Minn., Wis., Iowa, Ill.,
Mo., Mich., Ind., Ohio,
Kentucky,
Miss., Ala.

East



East Area

N. Car., S. Car., W. Va.,
Ga., Fla., Va., Md.,
Del., Pa., N.J., N.Y., Conn.,
R.I., Mass., N. Hamp., Vt.,
Maine, Wash, DC